

Meeting Minutes

Project Name: IPRS	Doc. Version No: 1.0	Status: Final	Date: 11/12/2003
--------------------	----------------------	---------------	------------------

Meeting Name: IPRS Core Team Meeting
Facilitator: Thelma Hayter, DMH
Scribe: Evelyn Woodard
Date: 11/12/2003
Time: 10:00AM TO 1:00PM
Location: Crossroads, Conference Room 3

Attendees

Name

IPRS Core Team

Gary Imes	Joyce Sims
Jean Revenew	Bobby Minish
Thelma Hayter	Cathy Bennett
Jeffrey Poole	Linda Smith
Sarah Liles	Evelyn Woodard
Betty Cogswell	Kellie Fessler
Shawn Holland	Tim Sullivan
Jay Dixon	

Area Programs

Albemarle	Guilford
Blue Ridge	Lee-Harnett
Catawba	Mecklenburg
Centerpoint	Tideland
Cumberland	VGFW
Edgecombe-Nash	Wake

Agenda

Item No.	Topics
(1).	<p>Division and EDS Review</p> <p>Request approval of the November 5th meeting minutes. Discuss November 7th checkwrite results: upcoming checkwrites – November 14, 21.</p> <p>Review results of the previous Checkwrite, noting problems researched, solved or still being researched and checkwrite summary report.</p> <p>Bug Central Status, review status of action items and issues related to support pilot Area Programs, key CSR's.</p> <p>IPRS Operations Support: File Maintenance, Security and Help Desk</p>
(2).	<p>Pilot Area Programs and Others</p> <p>Area Program Checkwrite Status – follow-up on the checkwrite cycle for November 7, 2003; preparation for November 14, 2003 checkwrite. Follow-up on action items from last meeting.</p> <p>Area Programs questions and comments regarding November 7th checkwrite. Specific agenda items; approve November 5th meeting minutes for posting, Residential Codes, TPA status. Any other Area Program questions or comments. Concluding remarks from DMH and/or EDS.</p>
(3).	<p>Miscellaneous</p> <p>Other IPRS related topics for discussion.</p>

Item No.	Topics
----------	--------

1. **Administration Notes (Division and EDS review):**

General Discussions and Questions:

In reviewing the Checkwrite Summary Report, a majority of the Area Programs received EOB 11, client not eligible on service date. EDS performed an analysis on some of these denied claims and concluded that the denials appear to be valid. The Area Programs receive an alert report that informs them that client eligibility is due to expire in the coming month and needs reevaluating.

EDS stated that the adjustments/recoupment for checkwrite cycle 10/7/03 did not process as intended during the first checkwrite in November (October 31, 2003). EDS is currently researching and analyzing the adjustment issue.

Shawn Holland will perform follow-up procedures with Rick DeBell regarding email notifications addressing depleted funds for certain population groups and updated budget amounts.

Dramatic changes to the checkwrite cycles were implemented. Key MMIS intersection spots and certain job dependencies were removed to speed up the cycle processes. DB2 will address/correct issues surrounding the B300 job and IPL issues associated with it.

Betty Cogswell will perform follow-up procedures with the Area Programs who have not submitted their consolidated TPA to EDS.

Core Team Meeting has been cancelled for November 26, 2003.

2. **Review Results of the Previous Checkwrite:**

Please review the attached checkwrite summary report.

CSR Prioritization:

EDS will work closely with both Divisions regarding DB2 (everything that outlines approach to DB2, cost and non-cost associated with it). January 1, 2004 is the effective date for implementing mini-modifiers until DMA states otherwise according to Carol Robertson. Tim Sullivan informed DMH IT Services that the Technical Team will meet this afternoon at 2:00pm to discuss the issue; EDS will need the memo from DMA to move forward regarding the mini-modifiers and DB2.

Bug Central:

There is currently one bug in customer review (216817) and two bugs in process/working (209198 and 218327).

Operations Support (File Maintenance, Security, Help Desk):

There are currently no issues to report at this time.

Item No.	Topics
3.	<p>Administration Notes Continued:</p> <p>10:30am Conference Call to Area Programs: Area Program checkwrite status, discuss preparations, questions and concerns.</p> <p>Jay Dixon of the Controllers Office attended the Core Team Meeting scheduled November 12, 2003.</p> <p>Tideland will perform follow-up procedures with Rick DeBell and Wanda Mitchell regarding their negative budget amount. Report generated by Shawn Holland indicates that the Area Program has drawn down 70% of their budget.</p> <p>DMH IT Services iterated that the Area Programs should keep up with their draw down rate. According to Shawn's report some of the Area Programs draw down rate expenditures ranges from 40%, 50% and 70%. Rick DeBell may generate a memo to notify the Area Programs of their draw down rate.</p> <p>Betty Cogswell will perform follow-up procedures with the Area Programs who have not submitted their consolidated TPA to EDS.</p> <p>DMH IT Services received emails from the Area Programs regarding EOB 11, client not eligible on service date. The Area Programs will need to make sure the eligibility status for their clients has not expired.</p> <p>EDS will perform follow-up procedures for the VGFW regarding their EOB 11 denials. The Area Program stated that the dates of service for client eligibility appear to be correct.</p> <p>Blue Ridge expressed concerns regarding cross-referencing the new procedure codes. H0035HA is the correct procedure code to use instead of H2035HA for YP2311. YP, YA and YM codes will be not be converted until July 1, 2004.</p> <p>DMH IT Services will coordinate and schedule a conference call meeting with George Scott, which will include Shawn Holland, Thelma Hayter, Rick DeBell and Betty Cogswell as key participants regarding conversion to Western Highland to be implemented January 1, 2004.</p>

Action Items

Integrated Payment and Reporting System (IPRS)

Item No.	Open Date	Description	Assigned To	Comments	Status	Target Date
AI1.	7-23-03	DMH IT Services will perform follow-up procedures regarding jail diversion allocation.	Betty Cogswell Rick DeBell	Short term/long term solution proposed. Long term encompasses changes to the eligibility file; covers more than jail diversion.	No change	
AI2.	10-8-03	Western Highlands merger.	Rick DeBell	Communicate with Lisa and Wanda possible impacts resulting from the merger.	No change	
AI3.	10-22-03	Area Programs that have not sent their consolidated TPA: OPC, SE Regional, Davidson, Onslow, Neuse, Durham, Foothills and Riverstone.	Paul Carr	EDS will perform follow-up procedures (receiving compliant 835 for these Area Programs who have not forwarded a consolidated TPA for EDS signature).		

Issue Items

Item No.	Open Date	Description	Assigned To	Comments	Status	Target Date
----------	-----------	-------------	-------------	----------	--------	-------------

II1.